

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 35

December 7, 2010

SUBJECT: PERFORMANCE EVALUATION REPORT ACTION ITEM

PURPOSE: This Order supersedes the Office of Support Services Notice, *Revised Dates for Completing Sworn Performance Evaluations for Lieutenants and Below*, dated May 10, 2005, which identified Personnel Division as the entity responsible for generating the list of sworn employees who are scheduled to be rated each month. This Order identifies Training Evaluation and Management System (TEAMS) II Division as the entity responsible for generating an electronic Performance Evaluation Report Action Item (PERAI) via the Risk Management Information System (RMIS). Although the Standards Based Assessment (SBA), Lieutenant and Below, Form 01.87.00, has replaced the Performance Evaluation Report for the ranks of lieutenants and below, commanding officers continue to be evaluated on the Performance Evaluation Report - Captains and Above, Form 01.33.00. Therefore, the electronic PERAI name has remained unchanged in the RMIS.

PROCEDURE:

I. TRAINING EVALUATION AND MANAGEMENT SYSTEM II DIVISION'S RESPONSIBILITY. Training Evaluation and Management System II Division shall be responsible for generating an automated PERAI for all sworn employees. The PERAI will automatically be generated 30-calendar days prior to the anniversary date of the employee's appointment to his/her current rank, regardless of paygrade. For example, a police officer's anniversary date is the employee's hire date upon initial entrance into the police academy. When a police officer is promoted to detective or sergeant, the employee's new anniversary date is the promotion date to detective or sergeant.

Note: The PERAI will automatically be forwarded to the responsible commanding officer's TEAMS II Personal Worklist.

II. SUPERVISOR'S RESPONSIBILITIES. Supervisors who receive a PERAI shall:

- * Review the concerned employee's TEAMS report and all other available documents (e.g., Commendation Report, Form 01.18.00; Employee Comment Sheet, Form 01.77.00; and Notice to Correct Deficiencies, Form General 78);

Note: If the supervisor determines further action is required as a result of the review, the supervisor shall generate a separate Supervisor Action Item (SAI) and reference the SAI number in the Investigative Narrative section of the PERAI.

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- * Complete the Standards Based Assessment, Lieutenant and Below, or the Performance Evaluation Report - Captains and Above; and,
- * Serve the employee with the final paper copy of the SBA or PER, and complete the PERAI no later than 90-calendar days after the date it was issued.

Note: Once the supervisor completes the PERAI, it will automatically be routed back to the commanding officer's TEAMS II Personal Worklist.

III. COMMANDING OFFICER'S RESPONSIBILITIES. The commanding officer, or the commanding officer's designee, shall:

- * Regularly review the commanding officer's TEAMS II Personal Worklist to check for newly-issued PERAIs;
- * Delegate each PERAI to the employee's direct supervisor;
- * Review and approve or kickback the supervisor's completed PERAI in the commanding officer's TEAMS II Personal Worklist;
- * Record the date the paper copy was signed by the employee in the PERAI or select the date from the calendar icon; and,
- * Ensure the accurate and timely completion of the PERAI and the SBA or PER paper copy form.

FORM AVAILABILITY: A Quick Reference Sheet on how to complete a PERAI is located in the TEAMS II Homepage on the Department's Local Area Network.

AMENDMENTS: This Order amends Sections 1/668, 3/760, 3/760.15, and 3/760.20 of the Department Manual.

MONITORING RESPONSIBILITY: The Commanding Officer, Information Technology Bureau, shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

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